

CLASS TITLE:

**CHIEF,
OFFICE OF INVESTIGATIONS**

Class Code: 02750900

Pay Grade: 37A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Health, to be responsible for a program of investigations involving:

- 1) complaints and charges of unprofessional conduct against health professionals licensed, certified or otherwise subject to regulation by the Department
- 2) complaints and charges against health care facilities and complaints and charges against health care facilities and other health care related entities licensed, certified or otherwise subject to regulation by the Department
- 3) background, security and related matters with respect to departmental personnel, including prospective appointees to positions in the Department, appointees to boards committees and commissions and consultants and subcontractors where appropriate
- 4) other matters of a confidential or sensitive nature affecting the Department in the discharge of its responsibilities; to be responsible for assisting in the case preparation and to appear before boards and/or in court and provide testimony; to be responsible for planning and administering a program of record security and building security.

To do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgement; work is reviewed through consultation and review of reports for conformance to law, policies, rules, regulations, and organizational goals and objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of the investigatory and clerical staff..

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Health, to conduct and supervise a program of investigations involving:

- 1) complaints and charges of unprofessional conduct against health professionals licensed, certified or otherwise subject to regulation by the Department;
- 2) complaints and charges against health care facilities and other entities licensed, certified or otherwise subject to regulation by the Department;
- 3) complaints and charges of unprofessional conduct as well as background, security and related matters with respect to Departmental Personnel;
- 4) other matters of a confidential or sensitive nature affecting the department in the discharge of its responsibilities including employees suspected of illegal activities, misuse of funds, misuse of falsification of public records, or the willful provision of information known to be incorrect.

To assist in the case preparation for board and/or administrative hearings and/or court presentation by interviewing witnesses and taking their statements, and reviewing and obtaining records and other documents appropriate and necessary to compiling records and evidence.

To appear before boards and/or in court and provide testimony.

To be responsible for planning and administering a program of record security and building security:

To assign, supervise and review the work of subordinates assigned to assist in such investigations and to review and evaluate their findings.

To cooperate with state and local police in the enforcement of state laws involving violations committed in such aforementioned areas of illegal activities and to coordinate departmental investigative activities and operations with such law enforcement agencies as required.

To review records and prepare reports.

To make arrests as provided by law.

To carry firearms .

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of state and pertinent federal laws and regulations relative to the practice of health professions, trades and related technical fields and the ability to apply such knowledge in the enforcement of such laws and regulations to protect public health; a thorough knowledge of the principles and practices of health professions practice and health facilities and entities as they relate thereto; a familiarity with health care issues and practices; the ability to plan, coordinate and supervise a program of investigations, to review and evaluate the findings of subordinates assigned to assist; to prepare cases for board and court presentation, and to appear before boards and in court and give testimony; the ability to cooperate with state and local law enforcement agencies in the enforcement of health professions laws and to coordinate departmental operations with the activities of such law enforcement agencies; the ability to deal with the public in a tactful and courteous manner; the ability to synthesize and analyze data and other information; and ability to prepare written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's Degree with specialization in Criminal Justice, Law Enforcement, Public Administration or Business Administration; and

Experience: Such as may have been gained through: extensive employment of at least ten years in an investigatory capacity in a law enforcement agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: Conditions for appointment: At the time of appointment must possess a certificate of pistol qualification and must maintain such certification as condition of employment. Must possess a Motor Vehicle Operator's License issued by the State of Rhode Island. No person shall be appointed in any capacity until he/she shall have been evaluated and tested by a certified psychologist specified by the Director and receive a satisfactory rating. The psychologist shall provide a report in writing of his/her evaluation of the applicant's psychological fitness for the position, together with pertinent recommendations, for the guidance of the appointing authority. Must, at the time of application and continually thereafter, be free from any and all felony convictions and from substance abuse.

Class Revised: September 19, 1993

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